

**Guidance on Submission of the Conflict-of-Interests and Confidentiality Statement
By National Science Foundation (NSF) Virtual Panelists (NSF Form 1230P) Due to COVID-19
April 16, 2020**

This document provides guidance for the completion and submission of the [Conflict-of-Interests and Confidentiality Statement for NSF Panelists](#) (NSF Form 1230P) while all NSF panel meetings are virtual due to COVID-19 measures. Current NSF guidance is for full virtual participation for all NSF-sponsored meetings until May 1, 2020, but this date could be extended in accordance with evolving federal, state, and local guidelines. Program Staff should continue to monitor the [COVID-19 InsideNSF website](#) for updates.

It is critical that panelists still complete the required conflict of interests (COI) form and return it to NSF prior to participating on a virtual panel. Consistent with current procedures, panelists with a printer and scanner must continue to complete, sign, scan, and email NSF Form 12030P to the meeting coordinator who invited the individual to be a panelist. The meeting coordinator/responsible NSF official reviews the completed NSF form 1230P and files it in accordance with established directorate/division procedures. If the panelist does not have both a printer and scanner, the following options are available.

1. Panelists with Access to a Printer Only

- If panelists only have access to a printer (and not a scanner), they should complete, print, and sign the form and take a photograph of this document with their cell phone. They should then email [page 2](#) (certification) of the NSF Form 1230P to the meeting coordinator who invited the individual to be a panelist.
- The NSF meeting coordinator/responsible NSF official reviews the photo of the completed NSF Form 1230P certification page and will store it as is normal practice for the directorate, division, or office, either immediately (e.g., saved to a shared drive) or upon return to the NSF headquarters building (e.g., printed and stored at NSF).

2. Panelists Unable to Provide a Scanned or Photographed NSF Form 1230P Certification

- If panelists do not have access to a printer, there are two alternative options to complete the NSF Form 1230P certification.
 - **Alternative 1:** Complete the four fields on the NSF Form 1230P PDF file certification page electronically using Adobe "Fill & Sign" tools.
 - **Alternative 2:** Complete an emailed certification in lieu of NSF Form 1230P.
- The panelist returns either the NSF Form 1230P PDF file with electronically completed fields or the emailed certification to the meeting coordinator who invited the individual to be a panelist.
- The NSF meeting coordinator/responsible NSF official reviews the completed NSF Form 1230P PDF file or emailed certification and will store it as is normal practice for the division or directorate, either immediately (e.g., saved to a shared drive) or upon return to the NSF headquarters building (e.g., printed and stored at NSF).

- To reduce the burden on Program Staff, they should direct panelists without access to a printer to the NSF Help Desk for assistance to complete NSF Form 1230P. Specifically:
 - These panelists should contact the NSF Help Desk (i.e., IT Help Central) for assistance with alternate options for completing the NSF Form 1230P certification.
 - Panelists can contact the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday Friday except federal holidays) or via rgov@nsf.gov. The technician can walk the panelist through the completion process as needed.
- Instructions provided in the appendices of this document are for awareness only and are not intended to be shared with panelists.

This guidance will be in effect until normal NSF onsite operations resume. Questions regarding NSF Form 1230P or this COVID-19 guidance may be directed to the OGC Ethics Team: ksantoro@nsf.gov; fruben@nsf.gov; rclay@nsf.gov.

APPENDIX A and B describe the **DRAFT instructions IT Help Central will use to assist Panelists unable to provide a Scanned or Photographed NSF Form 1230P Certification**

APPENDIX A – Instructions to Complete NSF Form 1230P PDF File Using Adobe "Fill & Sign" Tools

- Step-by-step video tutorial for NSF Help Desk technicians to assist panelists:



COI eSignature
How-To Demo.mp4

- Link to Adobe site to download software (if necessary):
<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>

APPENDIX B – Instructions to Complete an Emailed Certification in Lieu of NSF Form 1230P

1. In the event that a panelist is unable to complete one of the three options listed above to provide a signed or electronically signed (via Adobe tools) copy of the *Conflict-of-Interests and Confidentiality Statement for NSF Panelists* (NSF Form 1230P), an emailed certification can be accepted in response to the guidance in place due to COVID-19.
2. The NSF Help Desk (i.e., IT Help Central) will send an email with the below certification included in the body of the email and with an attached copy of the NSF Form 1230P.
3. The email must instruct the panelist to read and review the attached NSF Form 1230P.
4. After reviewing the form, the the panelist must complete the four information data fields requested in the certification block and return the email to the meeting coordinator who invited the individual to be a panelist.
5. The meeting coordinator/responsible NSF official must then maintain an electronic copy of the emailed certification in a folder on the shared drive for the division or directorate.

YOUR CERTIFICATION (*ALTERNATIVE TO 1230P AS A TEMPORARY MEASURE IN RESPONSE TO COVID-19*)

Your Potential Conflicts.

I have read the list of affiliations and relationships (on the provided form Conflict-of-Interests and Confidentiality Statement for NSF Panelists Includes members of proposal review panels, site visitors, and committee of visitors, NSF Form 1230P) that could prevent my participation in matters involving such individuals or institutions. To the best of my knowledge, I have no affiliation or relationship that would prevent me from performing my panel duties. I understand that I must contact the NSF program officer if a conflict exists or arises during my service. I further understand that I must sign and return this Conflict Statement to the program officer before I may serve.

Maintaining the Confidentiality of Others.

I will not divulge or use any confidential information, described above, that I may become aware of during my service.

Your Identity as a Reviewer will be Kept Confidential (Does not apply to Committee of Visitors).

I understand my identity as a reviewer of specific proposals will be kept confidential to the maximum extent possible, except that copies of written reviews that I submit will be sent to the principal investigator(s) without my name and affiliation.

Member's Name _____

Date: _____

Name of Panel: _____

Directorate/Division: _____